



EXECUTIVE DIRECTOR



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Washington State Wrestling Association



Positions:

Full-time, 40 Hours per week



Summary:

This position is 40 hours per week and will report to the President/State Chairperson and Board of Directors, while sitting on the Executive Board. This individual will be responsible for working on a variety of projects which impact the organization's daily operations, administrative functions, communications activities and fundraising.

Responsibilities:

WSWA Procedures & Event Management

- Help lead and set agendas for Board of Directors, Executive Committee and General Membership Meetings
- Will oversee, direct, and assign tasks to all WSWA Staff personnel
- Build relationships with local sports commissions, stakeholders, and partners
- Assist Head Officials with Mat Official needs
- Keeping and maintaining inventory of WSWA equipment
- Organize state ran event, secure volunteers and hosting social events as needed
- Oversee the Marketing/ designing and distribution of event fliers

Coordination of National Teams

- Lead the selection of National Team Coaches
- Oversee the communication with and supervision of all coaches, athletes & additional personnel
- Oversee the National Team Training Camp operations
- Provide travel schedule and a detailed gear & attire list for each trip/event
- Serve as a point of contact for National Team Members and their guardians
- Know all competition details and specifications and communicate those to all athletes and coaches
- Coordinate transportation for teams and support staff
- Secure and negotiate all housing arrangements

USA Memberships

- Oversee the approving of Clubs, Sanctions and growing WSWA membership
- Contact Clubs as needed regarding membership needs
- Lead the promotion of athletes, club and state activities
- Compose weekly emails or as needed to members regarding upcoming events

Financial Affairs

- Oversee the planning and executing of the WSWA Annual Budget
- Maintain Quickbooks and Banking Statements for annual state audit
- Oversee the growth of Sponsorship, Grants and fundraising revenue
- Oversee the execution of financial agreements with State Partners

Other Responsibilities, Duties and Skills

- Detail-oriented, Patient, punctual, reliable, independent
- Excellent verbal and written communication skills
- Customer service orientated
- Brainstorming with other staff and board members in the creation of new events
- Take assignments as directed by the Board of Directors